



Bill Owens
Governor

Colorado Department of Local Affairs
Executive Director, Michael L. Beasley

DIVISION OF PROPERTY TAXATION
Mary E. Huddleston
Property Tax Administrator

BULLETIN NO. 27

TO: County Assessors
FROM: Mary E. Huddleston
Property Tax Administrator
DATE: September 28, 2005

THE BULLETIN IS AVAILABLE ON OUR WEBSITE.
www.dola.state.co.us/propertytax/index.htm

<u>Date</u>	<u>Title</u>	<u>Distribution</u>
9/28/05	Larimer County Position Opening	Review with staff. File in General Correspondence File.





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TO: County Assessors

FROM: Mary E. Huddleston
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SUBJECT: Larimer County
Position Opening

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MEMORANDUM

Larimer County has a position opening. It is for an Assessor Statistical Analyst. See attached announcement for more information.





POSITION VACANCY ANNOUNCEMENT

Human Resources
2555 Midpoint Drive, Suite A
Ft. Collins, Co 80525-4425
Phone: (970) 498-5970
For Hearing Impaired Callers:
TDD (970) 498-7969
Jobline (970) 498-5979
Fax: (970) 498-5980
www.larimer.org/jobs

POSITION TITLE: ASSESSOR STATISTICAL ANALYST
POSITION NUMBER: ASR.493
DEPARTMENT: ASSESSOR
STARTING SALARY: \$23.60 TO \$25.96 PER HOUR
APPLICATION DEADLINE: 10/14/2005

ALL NEW EMPLOYEES AND REHIRES WILL BE REQUIRED TO PROVIDE DOCUMENTARY PROOF OF THEIR ELIGIBILITY FOR EMPLOYMENT

Responsible for the development and analysis of time studies and regression modeling for residential properties. Assist in the operation and maintenance of the Assessor's administration and appraisal system to meet mandated statutory assessment calendar deadlines; generate mandated data files and reports for the State of Colorado, Larimer County, and other entities; ensure that data is correct.

ESSENTIAL JOB FUNCTIONS:

- Develop mass appraisal models for all residential class properties, excluding multiple units. Complete integration between Realware and the regression programs to determine the mass appraisal values of all Larimer County residential properties.
- Collect and analyze data to create time adjustments. Perform analysis of appraisal performance to ensure statutory compliance of real property valuation using spreadsheet and statistical software.
- Ensure accuracy and completeness of the sales database used in the property valuation process.
- Assist Senior Assessor Analyst and the Assessor's Business Analyst in the completion of tax warrants; notices of valuation, both real and personal; notices of determination; personal property declarations; authority reporting, certification and re-certification; State abstract of assessment. Assist with quality control of Assessor data.
- Assist with calculation, verification, balancing, and reporting of the State Assessed property valuation data to Larimer County and local taxing districts. Assist with reporting to the State of Colorado, including the State Auditor and the Division of Property taxation, and various reports for the public and other county entities.
- Assess database, search for data inconsistencies, and generate clean up reports for use in quality assurance/quality control activities.

OTHER JOB FUNCTIONS:

- Perform special studies and projects as assigned and required.
- Perform other duties as appropriate or necessary for performance of the job.

QUALIFICATIONS:

Knowledge of:

- Department and County rules, regulations, policies, procedures, and standard operating procedures.
- Standard office practices and procedures.
- Operation of standard office and business equipment including fax machines, copiers, and computers.
- Software and business applications including, but not limited to, Microsoft Office suite programs, Microsoft Access, and statistical software such as SPSS and SAS.

Ability to:

- Provide professional customer service, both internal and external.
- Communicate clearly and concisely, both verbally and in writing.
- Assemble and analyze data, preparing concise charts, records, and descriptions.

- Accomplish assigned workload in a timely manner and meet established performance standards and objectives.
- Perform duties independently that are appropriate and consistent with the level of position.
- Organize material and present information clearly and concisely in verbal and written form.
- Establish and maintain effective working relationships with other County employees, representatives of other agencies and organizations, and members of the community.
- Interpret and apply departmental policies, procedures, and regulations.
- Troubleshoot and resolve technical and user issues efficiently and effectively.

EXPERIENCE AND TRAINING: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

Experience:

- Three years of experience in a directly related field or in the performance of similar duties and responsibilities.

Training:

- Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in Computer Science, Business Administration, Mathematics, Statistical Analysis, or related field.

LICENSES/CERTIFICATIONS:

- Possession of, or ability to obtain, a valid Colorado Driver's License.